

City of Troy Postcard Notification System

The City of Troy Human Resources Department will only accept employment applications or resumes if a position is presently available. However, we will be pleased to notify persons of various job openings as they develop if you provide a stamped, self-addressed postcard as instructed below:

1. The postcards must be no smaller than a standard postcard, which measures 3.25 x 5.5 inches.
2. PRINT the appropriate information on the front and back of the postcard as shown in the two examples.
3. Submit one postcard for each position in which you are interested.
4. Include the title of the position on the back of the postcard.
5. If you are submitting a postcard for a part-time position, you must specify PART-TIME on the postcard (next to the title).
6. Mail postcard(s) in an envelope to: City of Troy, Human Resources Department, 500. W. Big Beaver Rd., Troy, MI 48084.

Example 1
Front of Card

	STAMP
Your Name 1234 Your St. Yourtown, MI 48000	

Example 2
Back of Card

The City of Troy is now accepting applications for: <i>(Insert the position title of your choice)*</i> Deadline for application is: <u> (leave blank)** </u>
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* List only ONE position per card.

** The Human Resources Department will write in the application deadline as appropriate.

The City of Troy is an Equal Opportunity Employer.

If you have a disability and may need an accommodation in order to participate in the application process, please contact the Human Resources Department at (248) 524-3339.